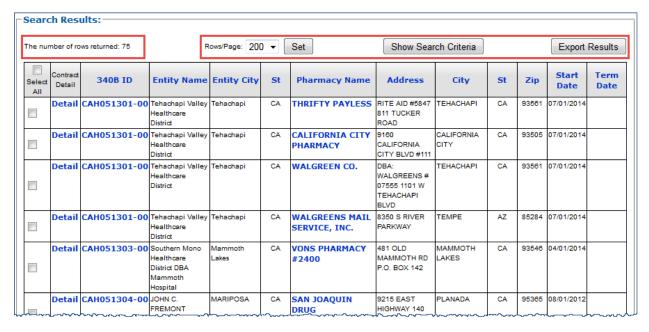
## **Covered Entities Guide for Public Users**

## **Viewing a Contract Pharmacy Record**

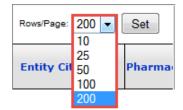
This guide describes how to view and customize the way contract pharmacy search results data are arranged to assist you in finding a pharmacy record in the 340B database. You will also learn how to review and understand the pharmacy's record details.

When the list of pharmacies that matches your search criteria displays, you have numerous options for arranging the way the data is presented.



- 1) The number of rows returned: If the number of entries returned is more or less than you desire, modify your search criteria accordingly. If you would like to see and/or update the search criteria you entered to obtain the search results displayed, click the

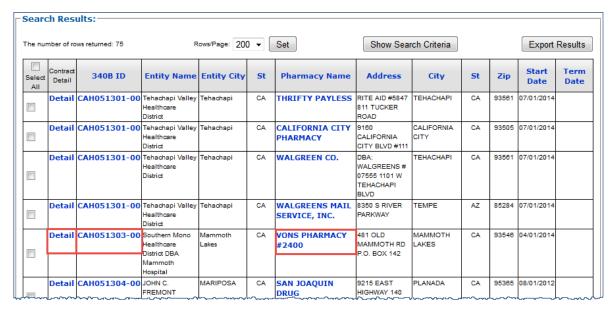
  Show Search Criteria button. The system will display the search criteria where you can refine your search.
- 2) *Hide/Show Search Criteria:* When you click the Hide Search Criteria button, only the search results display.
- 3) **Rows/Page:** This drop-down list enables you to set the number of search results that will display on a page, from 10-200. The default is 200. If you select another number, click the Set button to make it the new selection.





- 4) **Select All**: Check the **Select All** box. A check appears in the box next to each row. You can use this feature to decide which pharmacies you want to export to an Excel spreadsheet [Exporting Pharmacy Data to a Spreadsheet].
- 5) Click a column heading to sort it in ascending or descending order. The default is descending order so if you click a heading it will rearrange search results in ascending order.

The next page depends on which link you click on the **Search Results** data table. Each row has three links that take you to a different page:



• **Contract Details:** Click the **Details** link to see the data regarding the contract between the pharmacy and the covered entity.

• 340B ID: Click this link to see the covered entity record in the 340B

Database [Viewing a Covered Entity Record].

• **Pharmacy Name:** This link retrieves the database record for the contract pharmacy

(see below).

6) This is the **Contract Details** page if you clicked the link in the **Details** column.

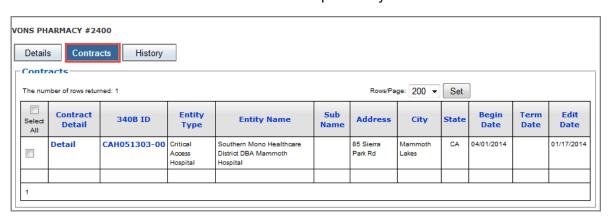


## **Reviewing the Contract Pharmacy Details Page**

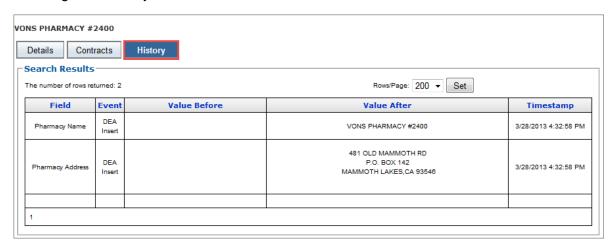
If you click a name in the *Pharmacy Name* column, the pharmacy record **Details** page displays the pharmacy's name, address and any comments previously recorded.



7) Click the **Contracts** button to see a table of the pharmacy's contracts with covered entities.



- 8) Click a *Contract Detail* link to see the details of the pharmacy's contract with the covered entity. This is an alternative way to navigate to *Contract Details* page as seen on the **Search Results** page.
- 9) Click the *History* button to see a chronological listing of changes to pharmacy information, including the date and time for when the change occurred. Click a column heading to rearrange the activity listed.



(Back to the Getting Started Guide for Public Users)

## **Other Contract Pharmacy Guides**

Searching for a Contract Pharmacy

**Exporting Contract Pharmacy Data** 

Registering a Contract Pharmacy

Requesting a Contract Termination

Viewing the Contract Pharmacy Data Report